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Comprehensive Guidelines for Food Recovery Programs

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TABLE of CONTENTS

DEFINITIONS

Critical Control Point means a point or procedure in a specific food system where loss of control may result in an unacceptable health risk.

Field gleaning (gleaning) means the collection of crops from farmer's fields that have already been mechanically harvested or on fields where it is not economically profitable to harvest.

Food Distribution Organization (FDO) means the organization that accepts donated food and directly distributes it to needy consumers or, in some cases, distributes donated food to another facility (receiving facility) which will then directly distribute it to the consumer. This FDO and the receiving facility may be one and the same.

Food Recovery means the collection of wholesome food for distribution to people in need; sometimes referred to as food rescue.

HACCP is an acronym which stands for Hazard Analysis and Critical Control Point, a prevention-based food safety management system. HACCP systems are designed to prevent the occurrence of potential food safety problems. HACCP Plan means a written document that delineates the formal procedures for following the Hazard Analysis Critical Control Point principles developed by the National Advisory Committee on Microbiological Criteria for Foods.

Hazard means a biological, chemical, or physical property that may cause an unacceptable consumer health risk.

Receiving facility means the organization that accepts donated food and directly distributes it to the consumer.

Reclamation Centers are centers operated by retail supermarket chains or wholesale distributors for the purpose of claiming credit for damaged product from the vendor/manufacturer. A computerized scanning system is used to bill the vendor for the damaged product.

Salvage, as a verb, means the act of saving any imperiled property from loss; as a noun, it means the property so saved. Food items may have been subjected to possible damage due to transportation accident, fire, flood, adverse weather, or any other similar cause, which may have rendered the food unsafe or unsuitable for human consumption. Food Banks definition of salvage includes those products processed through reclamation centers. Salvaging involves evaluating the product to determine its fitness for human consumption, reconditioning it if necessary, in order to place the food back into the distribution system.

DEFINITIONS
(continued)

Perishable food - meats, dairy products, produce, and bakery items that are donated from grocery stores, produce distributors, food distributors, etc.

Prepared foods are foods of all descriptions that have been prepared but were never served. This includes cooked items, such as meats, entrees, vegetables, starches, deli trays, and vegetable trays, for example.

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Introduction to Food Recovery

In recent years, there has been growing concern about hunger, resource conservation, and the environmental and economic costs associated with food waste. This, in turn, has accelerated public and private efforts to make better use of available food supplies by recovering safe and nutritious food that would otherwise be wasted.

A July 1997 study by the U.S. Department of Agriculture estimates that over one-quarter of all food produced in this country is wasted. The study found that about 96 billion pounds were lost at the retail, food service, and consumer levels. If even 5 percent of the 96 billion pounds were recovered, that quantity would represent the equivalent of a day food for 4 million people.

Food recovery programs collect foods from commercial production and distribution channels and redistribute them to people in need. Prepared and processed foods are most often collected from the food service industry. Perishable produce is generally obtained from wholesale and retail sources. There are food recovery efforts carried out by public, private, and nonprofit organizations across the country. The primary goal of food recovery programs is to collect safe and wholesome food donated from commercial sources to meet the nutritional needs of the hungry.

Food recovery is one way to help reduce the problem of hunger in America. Participating in a successful food recovery program has benefits that extend beyond providing food to those who are in need. Participation benefits an establishment's operation, its customers, its employees, and the community. It increases a businesses visibility, and helps build a more cohesive local community.

This document is intended primarily to provide guidance to retail-level food operators that want to participate in food recovery programs and provide safe food to people in need.

Food Recovery Activities

USDA Food Recovery Activities

In September 1997, the U.S. Department of Agriculture (USDA) joined with key non-profit organizations to sponsor the first ever National Summit on Food Recovery and Gleaning, which set a goal of a 33 percent increase in the amount of food recovered nationally by the year 2000. This would provide an additional 500 million pounds of food a year to feeding organizations. The Secretary of Agriculture is Chair of the interagency working group on Food Recovery to Help the Hungry. The purpose of the

working group is to fulfill the President's directive to all Federal agencies to donate excess food to the extent practicable.
The USDA is working with a variety of partners to increase the amount of food recovered to help feed the hungry. In 1996, the Department published ***A Citizen's Guide to Food Recovery*** (revised in 1997) and worked with the National Restaurant Association to publish a food recovery guide for restaurants. The USDA's Cooperative State Research, Education, and Extension Service, in partnership with the Cooperative Extension System, helps agencies and community groups establish local hunger programs, administer food recovery programs, and coordinate gleaning programs.

USDA has sponsored a number of food recovery activities of the AmeriCorps National Service Program, which allows volunteers to trade community service for educational awards. The Department also donates food from its Washington, D.C. headquarters to a local food recovery group, and has entered into partnerships with corporations to promote national food recovery efforts.

Ongoing Food Recovery Activities

In the United States, it is estimated that there are 150,000 private programs helping to feed the hungry. Each program is distinct in terms of its size, organization, management, and clientele. Some programs are run by a small group of volunteers in a small facility. Other programs are larger organizations with paid staff and state-of-the-art facilities. Following are some of the organizations involved in food recovery:

St. Mary's Food Bank
In the United States, organized food recovery initiatives first gained recognition in the late 1960s. In 1967, John Van Hegel founded St. Mary's Food Bank in Phoenix, Arizona. As word of its success spread, groups from all over the country visited the Arizona facility for insight and instruction. Today, St. Mary's Food Bank, working with over 600 local service agencies, provides food for families in crisis, the disabled, elderly, homeless.

Second Harvest National Food Bank Network
The sharing of knowledge and experience from the St. Mary's Food Bank led to the founding of Second Harvest in 1979 by John Van Hegel. Second Harvest (now called America's Second Harvest) has grown to become the largest domestic charitable hunger relief organization in the United States. Second Harvest solicits donations of food and grocery products that are shipped directly from donors to its network of more than 200 food banks that serve nearly 50,000 charitable agencies operating in all 50 states and Puerto Rico.

The Chef and Child Foundation
The Chef and Child Foundation is the charitable arm of the American Culinary Foundation. Established in 1989, the Foundation=s three-part mission includes an awareness campaign every October around Childhood Hunger Day, an education program that brings nutrition information to children from preschool to fifth grade, and a training program called ***Understanding Prepared Foods*** that educates those involved in food rescue about food safety issues.

Share Our Strength
The mission of Share Our Strength (SOS) is to work to alleviate and prevent hunger and poverty in the United States and around the world. The organization supports food assistance, treating malnutrition and other consequences of hunger, and promoting economic independence of people in need. Founded in 1984, SOS awards grants to more than 800 organizations annually. To meet its goals, SOS enlists industries and individuals to contribute their talents to its anti-hunger efforts and creates community wealth to promote lasting change.

Foodchain, Inc.
Foodchain is a national network of food rescue programs, which collect surplus prepared and perishable food and distribute it to such hunger relief agencies as soup kitchens and homeless shelters. Established in 1992, Foodchain programs work with donor businesses in their communities, mostly hotels, caterers, and institutional kitchens to strengthen its programs. Foodchain provides information, technical assistance, food rescue and job training manuals, publications, and an annual training and networking conference in addition to other services.

Society of St. Andrew
The Society of St. Andrew is a nonprofit organization that uses surplus produce to feed people in need. Since 1979, the Society has gleaned 200 million pounds of fresh fruits and vegetables that were distributed to feeding agencies throughout the United States. The produce is given to food banks, soup kitchens, and food pantries free of charge. The Society has offices in Virginia, North Carolina, Texas, and Florida.

National Hunger Clearinghouse
The National Hunger Clearinghouse is a program of World Hunger Year under contract with USDA. Its major emphases are gleaning and food recovery and answering the USDA Food Recovery hotline: A1-800-GLEAN-IT. The toll-free hotline provides information on how to become a volunteer, donate food, or get involved in a local gleaning or food recovery program. The Clearinghouse also provides information on hunger, food, nutrition, and agriculture issues. The database already has over 20,000 organizations listed, from soup kitchens to restaurants.

Congressional Hunger Center

Congressmen Tony Hall and Bill Emerson started the nonprofit Congressional Hunger Center (CHC) in 1993 when Congress voted to end its own Select Committee on Hunger. The mission of the CHC is to find solutions to hunger by developing leaders**.**
Through the national Mickey Leland Hunger Fellows Program, 20 individuals perform a year of direct community service combined with helping to formulate public policy. Through the Beyond Food Program, the CHC trains AmeriCorps volunteers. The CHC also works with leaders at the international level to improve emergency relief efforts in disaster areas.

National Restaurant Association
The National Restaurant Association fulfilled a pledge made at the National Summit on Food Recovery and Gleaning with the publication in 1997 of ***Food Donation: A Restaurateur=s Guide***. This comprehensive handbook encourages restaurants to recover and donate unused food.

Legal Issues

The Emerson Good Samaritan Food Donation Act

When citizens volunteer their time and resources to help feed hungry people, they are rightfully concerned that they are putting themselves at legal risk. Fortunately, recent legislation provides uniform national protection to citizens, businesses, and nonprofit organizations that act in good faith to donate, recover, and distribute excess food.

Although all states have enacted AGood Samaritan laws, one very important consideration for food donors is the issue of food safety and quality. Potential food donors (e.g., restaurants, caterers, cafeterias, etc.) are more likely to enter into partnership with food recovery programs if there are assurances that program personnel are trained in safe handling and storage of donated foods. Therefore, program guidelines and assurances that emergency food programs operate in accordance with recognized food safety standards help encourage businesses to donate food.

The Bill Emerson Good Samaritan Food Donation Act converts Title IV of the National and Community Service Act of 1990, known as the Model Good Samaritan Food Donation Act, into permanent law, within the Child Nutrition Act of 1966. Congress passed the legislation in late September, 1996, and President Clinton signed the bill into law on October 1, 1996. The Act is designed to encourage the donation of food and grocery products to nonprofit organizations such as homeless shelters, soup kitchens, and churches for distribution to individuals in need. The full text of the Act as well as the portions of the National and Community Service Act that it amends are presented in Appendix C in ***A Citizen=s Guide to Food Recovery***.

The Bill Emerson Good Samaritan Food Donation Act promotes food recovery by limiting the liability of donors to instances of gross negligence or intentional misconduct. The Act further states that, absent gross negligence or intentional misconduct, persons, gleaners, and nonprofit organizations shall not be subject to civil or criminal liability arising from the nature, age, packaging, or condition of wholesome food or fit grocery products received as donations. It also establishes basic nationwide uniform definitions pertaining to donation and distribution of nutritious foods and will help ensure that donated foods meet all quality and labeling standards of Federal, State, and local laws and regulations.

Although the Bill Emerson Good Samaritan Food Donation Act takes precedence over the various State Good Samaritan statutes, it may not entirely replace such statutes. As a Federal statute, the Emerson Act creates a uniform minimum level of protection from liability for donors and gleaners nationwide. However, State Good Samaritan statutes still may provide protection for donors and gleaners above and beyond that guaranteed in the Federal statute. Therefore, local organizations should be familiar with such States= statutes. (See Appendix D in ***A Citizen=s Guide to Food Recovery*** for a listing of citations for State statutes). Further details may also be obtained by contacting the office of the attorney general for the appropriate State. In addition, the Emerson Act does not alter or interfere with State or local health regulations or workers= compensation laws. Local organizations in each State should also be familiar with the impact upon food recovery projects of State or local health regulations and workers= compensation laws.

Implementing a Food Recovery Program

There are many ways to contribute to food recovery programs including donating excess prepared foods, donating produce or canned and packaged goods, fund-raising, training volunteer food workers, or providing transportation for food from donor to the food distribution organizations (FDOs).

Major aspects of implementing a food recovery program include: (1) choosing a suitable FDO and (2) donor and FDO agreement on the terms of their relationship.

Advice on finding a partner to receive donated foods is available from a number of reliable sources. Among them, the United States Department of Agriculture (USDA), the lead federal agency for food recovery activities; Foodchain, a national network of community-based, hunger-relief programs; and the National Restaurant Association.

To lay the foundation for a successful partnership and to minimize misunderstandings, the donor and FDO need to plan their joint policies and procedures together. The initial planning meetings should cover at least the following topics:

(1) exchange of basic data such as:
< names of key contacts
< addresses, phone and fax numbers
< anticipated frequency of donations;

(2) the types of foods to be donated, for example:
< raw fruits and vegetables
< cold fruit and vegetable salads
< hot foods of animal origin, including mixed dishes like lasagna
< cold cooked foods of animal origin
< hot or cold cooked vegetables
< gravies, cream-based soups
< hot or cold grain dishes
< canned and packaged goods that are not potentially hazardous in their packaged form
< beverages, and
< cold or frozen uncooked foods of animal origin, such as raw ground beef;

(3) the food transport arrangements including:

< who will transport food from donor to FDO=s receiving facility
< the type of vehicle(s) to be used, temperature-holding equipment (e.g., insulated containers, refrigerated unit)
< back-up or transportation contingency plan in case of vehicle breakdown or emergency
< distance in miles between the donor and the receiving facility
< anticipated time in minutes from the donor to receiving facility
< anticipated frequency of donations, and
< times/dates for pickup of donations;

(4) the qualifications of the food manager or person-in-charge in the donor and receiving facilities such as training and experience;

(5) the training provided to staff on hygienic and safe food preparation, storage, and transporting practices;

(6) preferred time, means and frequency of communication;

(7) how unsatisfactory situations will be addressed; and

(8) any other considerations raised by either party.

Early in the planning process, both the donor and FDO operators should familiarize themselves and their staff with the Good Samaritan laws that limit liability to gross negligence and intentional misconduct. Food workers need to fully understand that food safety training, consistent practice of hygienic food preparation practices, and regulatory inspection reports showing favorable performance histories, are factors which help to protect the participants from civil and criminal liability in the good faith donation of apparently wholesome food. Good practices help to provide legal protection for the donor ***and*** helps ensure the service of safe food to consumers.

In Appendix B of this document, there is a guide (see **Initial Meeting Form**) to assist the partners in systematically developing an implementation plan for a successful endeavor. There is also a model form (see **Agreement to Participate as Food Recovery Partners** form) for formalizing the agreement between the donor and food distribution organization.

Food Safety Procedures

Introduction

Serving safe food is an essential part of all food recovery activities. In the donor=s domain and in the food distribution organization, all steps need to be taken to ensure that the consumers of the recovered food are receiving a safe product. Certain basic principles of food safety must be incorporated into the program and followed by food workers to provide the consumers protection from foodborne illness.

Food which is directed to those in need is entitled to the same protective measures as that accorded food prepared and served to paying consumers. The national food standards at the retail level, as expressed in the FDA model Food Code (Food Code), do not differentiate between the protection provided to food consumed by paying consumers and to food consumed by individuals who eat at FDOs.

The Food Code is an excellent reference for minimizing the occurrence of factors which contribute to foodborne illness. The standards expressed in the Food Code cover such subjects as: (1) knowledge requirements, (2) monitoring the health of food workers, (3) food worker training and supervision, (4) protecting food from pathogens and contaminants from hands and other sources which cause foodborne diseases, (5) time and temperature requirements, and (6) equipment design and construction and maintenance.

Procedures outlined in this section are based on well established food safety principles and are set forth as a guideline for planning and conducting a food recovery program. The section is divided into five parts: Food Donation, Food Workers, Food Safety, Equipment, and Maintaining Food Safety during Transportation.

Food Donation

Types of Foods

Foods donated in a food recovery program may include excess prepared food or produce, canned food, and shelf-stable packaged goods. Excess food is any extra wholesome, edible food, including food that was prepared for service, but not served or sold. The charitable donation of food may result because a donor finds itself with an excess or because there is a conscious planning to have an excess in the daily or weekly volume of food. Restaurants, grocery stores, office food drives, or community food drives are possible donation sources.

Receiving and Storing Food: Evaluating the Condition of the Food

The person-in-charge who accepts the food on behalf of the FDO should check that the food is from an approved source (i.e., one that meets food safety standards, such as those outlined in this document and the Food Code) and that its condition is sound. Examining foods at the time of receipt can be invaluable in intercepting problems that can lead to food contamination, if undetected. Check for evidence of problems, such as the following, and take appropriate action to keep products from being received in an unsatisfactory condition, consumed, or contaminating other product (see Appendix A of this document for additional guidance):

(1) Environmental conditions of transport, e.g., the vehicle is not clean, pets in the vehicle, evidence of insects or rodents, temperature controls not in use, ready-to-eat foods stored so they can be contaminated by raw foods, toxic compounds are transported in a way that can contaminate food;

(2) Cans that are dented in the top or side seams or are leaking or swollen; and

(3) Insect or rodent infested food - e.g. droppings, gnawings, or nesting material.

Infested foods, foods that are obviously compromised, and foods of questionable safety, should either be discarded or isolated from wholesome foods until their disposition is determined. In either case, the goal is to keep other foods wholesome and safe and physically separated so they remain in that condition.

The protective measures for prepared foods and whole produce are different from the protective measures for canned food, and shelf-stable packaged goods. With whole produce and prepared foods, attention should be focused on the packaging and condition of the food and the storage condition in terms of time and temperature. Cut produce such as melons and prepared foods, including cooked entrees and refrigerated foods, need to be kept at the cold or hot holding temperatures in the Food Code. (See the Food Preparation Practices section of this document). With canned food and shelf-stable packaged goods, attention should be focused on the condition of the food container.

Once accepted, foods should be stored in a manner that protects them from potential contamination such as water drippage, dust, rodents, insects, and other sources of contamination. Canned goods should be organized to prevent damage to the cans and all foods should be organized to allow for proper rotation (i.e., FIFO - First In/First Out).

For information on acceptability of foods based on quality, see the Second Harvest=s Salvage Manual, which describes quality criteria for the inspection of foods.

Food Workers

Good Hygienic Practices: Basic Essentials

Handwashing is key to preventing the spread of disease. An infected food worker=s poor personal hygienic habits, followed by contact with food, can result in illness when the food is eaten. Good sanitation, limited hand contact with raw food, and no bare hand contact with ready-to-eat food help to prevent disease transmission.

Food workers must wash their hands using soap and running water, vigorously rubbing the hands together to be sure soap contacts all surfaces of the hands. Handwashing needs to occur for at least 20 seconds. Hands must be washed: immediately before beginning food preparation; during food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks; after using the toilet room; and after engaging in other activities that contaminate the hands. Additional information on when to wash the hands can be found in the Food Code, Chapter 2, section 2-301.14.

Food Safety

Foodborne Illness

Foodborne illness occurs as a result of exposure of an individual to pathogenic organisms after consuming food that has been contaminated or improperly prepared. An ill food worker, whether a paid staff member or a volunteer, should not be allowed to work directly with exposed foods; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles. In some cases, food workers should remain away from the establishment until they are no longer ill. Guide 1 of Annex 7 in the Food Code provides information on when to exclude a food worker and when to restrict (limit) a food worker=s duties. Thousands of people contract some type of foodborne illness each year. Most cases are avoidable through the use of safe food preparation practices and proper sanitation procedures.

Children, the elderly, and people who have medical disorders that are often untreated or inadequately treated may be the recipients of donated food. While healthy people have a certain resistance to foodborne illness and may only experience mild to moderate symptoms, others are more susceptible to foodborne illness, can have severe symptoms and complications, and may die. Among those at increased risk for certain foodborne diseases and their severe manifestations are: older adults, pregnant women, young children, those with weakened immune systems (due to conditions such as AIDS, cancer, chemotherapy treatments, diabetes, or taking steroids), persons with reduced gastric acidity, and those with liver disease.

In food recovery receiving facilities that accept excess prepared food for service to especially vulnerable consumers, extra care must be taken by both parties to ensure sound food safety practices during the continuum from preparation through transportation to receiving and service.

Foodborne illness is mainly caused by bacteria, viruses, or parasites. Many foodborne illnesses are a result of bacteria, which are microorganisms or germs that occur either naturally in foods or are spread as a result of poor practices such as cross contaminating ready-to-eat foods or improper hand contact during food preparation.

Use of the following control the measures will help prevent foodborne illness.

< Cook foods thoroughly, reaching proper cooking temperatures, for the required amount of time to kill pathogens;

< Cool cooked foods rapidly and hold under refrigeration;

< Reheat refrigerated foods properly;

< Keep raw and ready-to-eat foods separated;

< Maintain personal cleanliness during food preparation, including handwashing (See Food Code Chapter 2);

< Train food workers about health, personal hygiene, and proper food handling practices; and

< Maintain a clean establishment, particularly equipment, utensils, and all other surfaces that come into contact with food, to prevent contamination of foods (See Chapter 4 of the Food Code).

Additionally, certain precautions that in the Food Code apply to highly susceptible populations should be considered by recovery programs.

Controlling Biological Hazards
Bacteria are present everywhere in soil and air, on the surface of fruits and vegetables, and on and within all animal bodies. Only some bacteria are harmful, but those that cause foodborne illness can result in mild to severe illness, long-term health consequences, or death. ***Salmonella***, ***Shigella***, ***Listeria***, and ***E. coli*** O157:H7 are some pathogenic bacteria that are transmissible through food.

Bacteria multiply when four factors come together to create the right conditions for growth:

(1) **Nutrients (Food)**: foods that nourish bacterial growth, such as high protein foods, milk and dairy products, meat, fish, poultry, and cooked pasta.

(2) **Moisture**: moisture in foods that is available for bacterial growth. This can be moisture that is intrinsically present or that is added to the food (e.g., milk, water, or juice).

(3) **Time**: bacteria need time to reproduce. Some bacteria can double in number approximately every 20 minutes under ideal conditions (room temperature). Remember that for some bacteria, very little growth or no growth is necessary to cause illness or to produce a toxin.

(4) **Temperature**: 5°C (41°F) to 60°C (140°F) is called the ***DANGER ZONE!*** It is within this temperature range that the life and growth of bacteria are supported. Avoid holding foods within this temperature range to prevent bacteria from growing to levels that can cause illness or produce a toxin.

Each of these four factors can be considered a link in a foodborne illness chain. Bacteria, which are present everywhere, cannot always be eliminated. FOOD and MOISTURE are constant links in certain foods. TIME and TEMPERATURE are the weakest links and are controlled by the food worker. Food workers, including paid staff and volunteers, who prepare food should know the ***DANGER ZONE!*** and remember it during the thawing, cooking, cooling, and reheating of foods.

The Food Code=s Chapter 3 addresses time - temperature relationships as a major intervention against foodborne illness. Consult this reference for more information on time-temperature requirements for food safety.

Foodborne illness can also occur when a person eats food contaminated with certain viruses or parasites. It is important to understand that the mere presence of the virus or parasite in the food can cause illness when the food is ingested. Viruses can be added to food by infected workers with poor personal hygiene habits who have fecal material on their hands. Viruses, when in or on a food product, do not grow but may remain in the contaminated food for a long period of time. Hepatitis A virus is one of the viruses transmissible through food and it is frequently transmitted by food workers who do not adequately wash their hands after using the toilet. Chapter 2 and Annex 3 of the Food Code provide guidance for controlling the spread of hepatitis A virus from food workers. The fecal-oral route of pathogens can be interrupted by good hygienic practices and by eliminating bare hand contact with ready-to-eat food.
Parasites do not reproduce as bacteria do, nor is there a need for them to multiply in order to cause illness. Parasites require a host that serves as a source of nutrition and a place to live. Humans serve as hosts for parasites. ***Cyclospora*** is a parasite

that can be transmitted to humans from contaminated food or water.

Chemical and Physical Hazards
Some foods may contain objects from their production environment such as stones that also could cause injury. For example, foods such as beans, may be contaminated naturally, from the soil in which they are grown or because of harvest, storage, or transportation practices. Other foods that have undergone further processing at times, despite best efforts, subsequently become contaminated with materials that could injure consumers of the food. Therefore, operators need to be aware of the hazards associated with different foods and handling practices and take prudent precautions to minimize risks to food recipients.

Chemical hazards can also exist at various stages of food production, transportation, storage, and preparation. Chapter 7 of the Food Code outlines provisions that target the control of poisonous or toxic compounds in retail-level food operations.

Cross Contamination
Precautions must be taken to protect food from contamination and to maintain safe food practices during preparation, transportation, storage, and service. Cross contamination is the transfer of contaminants by way of food-to-food, food-to-surface-to-food, and by employees contacting both raw foods without proper hand washing or use of suitable utensils. For example, cross contamination may occur when raw ready-to-eat vegetables contact a cutting board that had raw chicken on it and was not cleaned and sanitized between uses.

Precautions to prevent cross contamination include the following:

< Separate raw foods from ready-to-eat foods;

< Wash, rinse, and sanitize cutting boards and food-contact surfaces at work stations between uses when working with different foods, especially when changing from working with raw foods to ready-to-eat foods; and

< Separating employee jobs to eliminate work with raw and ready-to-eat foods at one time.

Keeping the Food Safe
All food establishments should strive to integrate food safety practices and managerial control of critical steps of food preparation into their operations. A well known system for instituting those practices and that managerial control exists in applying the Hazard Analysis Critical Control Point (HACCP) principles.
HACCP is a preventive approach to minimizing the risks from food safety hazards and can be used to ensure safer food products for consumers. The Food Code sets forth parameters (such as time-temperature requirements) demonstrated scientifically to

control pathogenic hazards. Food Code chapters also address controlling the introduction of chemical and physical hazards. These parameters provide a solid foundation for developing HACCP plans for individual operations. Annex 5 of the Food Code discusses the HACCP approach and the FDA ***Draft Managing Food Safety: A HACCP Principles Guide for Operators of Food Service, Retail Food Stores, and other Food Establishments at the Retail Level,*** 1998, has been developed. All of these resources can assist food recovery programs.

A HACCP system requires the person-in-charge of the food recovery operation to objectively examine the flow of the food, from its receipt to service. This analysis can help the person-in-charge identify the points at which it is critical to impose control in order to keep the food safe. Assistance in applying HACCP principles to food recovery programs is available from regulatory agencies, academia, trade associations, and consultants.

Most operations fall within these three categories:

(1) Food process with NO COOK step (ready-to-eat food);
(receiveXstoreXprepareXholdXserve)
Examples: fresh vegetables or fruits, tuna salad, coleslaw, sliced sandwich meats

(2) Food preparation for SAME DAY SERVICE;
(receiveXstoreXprepareXcookXholdXserve)
Examples: Hamburgers, hot vegetables, cooked eggs, hot entrees for Aspecial of the day

(3) Complex Processes (foods prepared in large volume or for next day service);
(receiveXstoreXprepareXcookXcoolXreheatXhot holdXserve)
Examples: Soups, gravies, sauces, large roasts, chili, taco filling, egg rolls

By tracking the flow of food, critical steps in a specific operation (e.g., cooking and cold holding) and potential cross contamination points can be identified. Once the facility identifies the points in its process where food can become contaminated, and where incoming foods that are assumed to be contaminated (such as raw, animal-derived foods) must be time/temperature controlled, operational procedures and monitoring can be established.

Another facet in this proactive and preventive HACCP-based strategy is to anticipate failures in the food recovery program and to predetermine corrective actions. For example, what will occur if there is a power failure for an extended period of time or the transport vehicle breaks down? Applying HACCP plan principles would prompt the person-in-charge to consider the period of time involved in the power failure, the

effect it may have on product temperatures, and whether a Areheat would suffice to render a product safe.

Food Preparation Practices

Thawing: Frozen foods need to be thawed according to the Food Code, which allows 4 ways to thaw:

(1) through the cooking process;
(2) under cool running water;
(3) in a microwave as part of the cooking process; or
(4) under refrigeration of 5°C (41°F) or less.

Cooking: The cooking process is a critical step in controlling potential hazards associated with microorganisms. To kill microorganisms, all parts of the food must reach a sufficient internal food temperature and be held at that temperature for the specified time.

There are many time-temperature combinations that can constitute an adequate cook. The minimum cooking times and temperatures given below do not preclude other time-temperature combinations from being used, provided microbial lethality is achieved in the final food product. For example, in cooking a beef roast, the level of pathogen destruction achieved at 121 minutes after it reaches 54°C (130°F) is the same as if it were cooked for 3 minutes after it reaches 63°C (14°F). In this example, either combination is acceptable and both are allowed in the Food Code. It is imperative to scientifically confirm that the chosen time-temperature combination results in a safe food.

For simplicity, the Food Code prescribes specific times and temperatures for certain foods. Those minimum internal food temperatures and times for holding at that temperature are:

63°C (145°F) for 15 seconds: raw shell eggs that are prepared for immediate consumption; pork; solid portions of fish or meat.

68°C (155°F) for 15 seconds: hamburger and other comminuted meats, fish, and game animals such as deer, elk, and rabbit.

74°C (165°F) for 15 seconds: wild game animals; poultry; stuffed fish, meat, pasta,

poultry; stuffing containing fish, meat, poultry.

Microwave cooking procedures are also outlined in the Food Code.

The cooking equipment and methods must be adjusted to achieve the desired safe cooking temperatures internally in the final product. The person preparing the food needs to know the required cooking time and temperature and what practices, such as oven temperature and placement of the food within the cooking equipment, are necessary to bring the food to the required temperature. A thermometer should always be used to determine the internal food temperature.

Cooling Methods: Cooling foods from hot temperatures should be done as rapidly as possible and must not take more than 6 hours for all parts of the food to reach the required refrigeration temperature. The recommended time frames to achieve cooling within this 6 hour window are: 2 hours to cool foods from 60°C (140°F) to 21°C (70°F) and an additional 4 hours to cool from 21°C (70EF) to 5°C (41°F). Several methods of cooling are:

(1) Placing the food in shallow pans;
(2) Separating the food into smaller or thinner portions;
(3) Using rapid cooling equipment;
(4) Stirring the food in a container placed in an ice water bath;
(5) Using containers that facilitate heat transfer, e.g. a metal pan allows food to cool faster than a plastic container; and
(6) Adding ice as an ingredient.

Reheating: Foods must be reheated to 74°C (165°F) minimum. Remember, all parts of the food being reheated must reach this temperature.

Equipment

Various types of equipment are used in food operations - equipment such as ovens, steam kettles, food temperature holding equipment, temperature measuring devices (e.g., thermometers, thermocouples, etc.) sinks, warewashing machines, refrigerators, and freezers. Usually, additional equipment is necessary for transporting food from donor sites to the receiving facilities, e.g., insulated containers or refrigerated units for maintaining hot or cold temperatures of the food in transport.

Of particular importance to food recovery operations are temperature measuring devices, freezers, refrigerators, sinks, warewashing machines, and food temperature holding equipment.

Safe food depends not only on providing proper equipment of adequate capacity, but

also on operating and maintaining it properly. Food workers need to be appropriately trained and to understand their role in properly cleaning (washing and rinsing) and sanitizing equipment and work stations after use. Vigilance in maintaining a clean work station and facility promotes a hygienic work and food environment and limits the potential for cross contamination of food during preparation.

Maintaining Food Safety During Transportation

Loading for Transport

When foods are ready for transport, they must be containerized to prevent the contamination of the food while simultaneously keeping the food at the proper temperature. Care must be taken to protect the food from contaminants such as, insects, dust, water drippage, or other sources of contamination during transport to the receiving facility. Large batches of foods may need to be separated into several smaller, covered containers. Stack containers securely and do not pack temperature controlling units beyond their capacity.

Maintaining Food Temperature

Foods must be kept hot or cold during transport. Foods can be kept at the proper temperature provided the right equipment is available and used properly. Consult the regulatory authority in your jurisdiction for examples of acceptable methods for hot and cold holding of foods during transport.

Cleaning of the Vehicle for Transport of Food

Vehicles used for transporting food for food recovery programs, whether private vehicles or commercial trucks, need to be routinely cleaned. Cleaning of the vehicle has the primary purpose of preventing cross contamination and maintaining a sanitary food environment. The section of the vehicle where food containers are stored must be kept free of insects, dirt, animals, and any other thing that has the potential to biologically, chemically, or physically contaminate the food.

Receiving Food

Food should be received by a person who is responsible for ensuring that, if it is not shelf-stable or not immediately served to consumers, it is immediately refrigerated or otherwise properly served. It is important to conduct a timely inspection of incoming products and to isolate any suspect foods as discussed earlier.

Recordkeeping for Food Safety

Written documentation helps to provide a tracking system to establish accountability, continuously improve the process, spot potential problems, develop strategies for corrective action, ascertain training needs, and validate successful procedures. Donors and receiving facilities are encouraged to keep certain records voluntarily as a part of their food recovery programs to accomplish these objectives and to maintain a

system of checks and balances to document that the food is safely managed. Up-to-date and accurate recordkeeping is an essential part of any control system that ensures consumers are provided food that is safe and unadulterated.

FOOD RESCUE PROGRAM RESPONSIBILITIES

A food distribution organization, as a food rescue participant, has responsibilities which include the following:

! comply with all applicable requirements of the State and/or local regulatory authority. If the jurisdictional regulatory authority does not inspect the program, the program may make a written request for at least an annual inspection;

! examine and accept and store only those foods which have met the criteria as outlined in this document. See Appendix A chart regarding the assessment of donated foods on receipt;

! in transporting food, use a visible active temperature retention system such as a refrigerated vehicle for the safe transport of chilled food to maintain foods at no more than 40°F or, a passive temperature system such as cam carriers to maintain hot foods at 140°F or above;

! effect a comprehensive safe food handling educational and training program for staff and volunteers, including transport drivers. Certification of key staff in safe food handling is one means to managing the food rescue staff in accordance with current food protection standards;

! provide cooks, staff, and volunteers with regular inservice education as well as supervision by a person with demonstrated knowledge in safe food handling.

! work out agreements with food recovery partner(s) regarding mutual inspections of each others facilities to assure confidence in the soundness of the partners capacity to operate within the standard (see Appendix B for sample forms);

! as a quality assurance mechanism, design or procure an evaluation tool to assess the condition of partner(s) facilities (see Appendix B for sample forms), and include, as a minimum: an initial physical plant inspection and at least an annual physical plant review to determine the ability and resources of the partner to receive, store, prepare, serve, or perform other food handling activities in compliance with the regulatory agency requirements.

GUIDELINES FOR MONITORING PROGRAMS

The purpose of the guidelines and the monitoring of facilities to determine if standards are in compliance is to protect the health of the consumers being served.

An added benefit is that compliance with the guidelines increases the confidence of all stakeholders (donors, regulatory authorities, contributors, consumers and a variety of supporters) that every effort is being made to serve a clean, safe product to hungry people, thereby minimizing the risk of foodborne illness.

The programs may be routinely monitored by the jurisdiction=s regulatory agency. In such cases, there would be official inspection protocols and forms in use to record observations, areas of noncompliance and remarks regarding corrections and enforcement.

For non-regulatory monitoring visits by peer reviewers and corporate sanitarians, the terms and procedures should be in writing and agreed to by both sides. The agreement should include statements regarding:

- access to the premises
- qualifications of the monitor/inspector
- procedures for dealing with minor and serious violations observed
- oral and written reports of findings during the monitoring visits
- specifications for corrective actions for violations observed

The forms may also be used for self-inspections.

For non-regulatory monitoring visits, see Appendix B for sample monitoring forms for kitchens, food bank warehouses and food bank salvage operations.

Donated Wild Game Animals

Large wild game animals include mammals such as deer, reindeer, caribou, elk, moose, antelope and bison. In addition to ranch or farm raised game animals that are slaughtered and processed under state inspection or a USDA voluntary inspection program, surplus wild game meat is available as a result of herd culling and through programs such as AHunters for the Hungry. If handled properly, this can be an important food source for food recovery programs. Nutrient data on game animals can be found on the USDA Agriculture Research Service=s Food Composition Database at: www.nal.usda.gov/fnic/foodcomp/index.html where you can search on the species of interest.

Primary concerns regarding otherwise healthy wild animals are pathogens such as ***Salmonella*** and ***Escherichia coli***. These could contaminate the meat if the animal is not slaughtered, dressed, transported, and processed under sanitary conditions; if not held at temperatures to preclude bacterial growth; or cooked to temperatures to destroy pathogens.

Road kills (wild game animals killed by impact with vehicles) are not generally recommended for recovery as the intestines or stomach may rupture, contaminating the meat, and they are often so blood shot that little or none of the carcass is salvageable. Some jurisdictions may want to add some additional controls and allow their recovery, but they are not addressed in this document.

Wild game animals such as bear or walrus, are also not generally recommended due to the potential for trichinosis cysts in the meat.

Food Safety Procedures

Harvest:

- Determine that the animal appears to be healthy, and does not exhibit obvious signs of illness.
- Eviscerate the animal within an hour of harvest.
- Field dress the animal well, unless facilities are available at the processing plant.
- Cut the carcass into quarters if needed.
- Chill the meat as quickly as possible to refrigeration temperatures

Transport:

- Protect the meat from contamination during transport by cover, and separation from non-food items.

- Maintain the meat as close to refrigeration temperatures as possible.

Processor:

- Use a state or federally inspected plant or custom exempt plant. A retail meat market may be acceptable if approved by the local regulatory authority.

- Ensure the processor has the space, facilities, and equipment to handle wild game meat.

Receipt:

- Examine the carcass or quarters for general cleanliness and quality, and determine whether the product can be further processed or needs to be rejected.

- Record the date, source and species of the donated wild game. Retain this information with the product, and in plant records.

- Freeze the carcass or quarters if not immediately processed.

- Store the carcass or quarters physically separate from other food products from approved sources, if using common refrigeration equipment.

Processing:

- Completely separate the processing of wild game meat from other meat processing by space and time.

- Dissemble, clean and sanitize equipment and food preparation surfaces prior to and following processing and packaging to preclude any cross-contamination.

- Portion wild game meat only into steaks, roasts, stew meat, or grind.

- If the carcass or quarters are frozen, keep them frozen during processing and

packaging. Do not thaw.

- Any fat added to the ground meat must come from a state or federally inspected plant.

- Wild game meat may NOT be cured, smoked, dried or fermented or processed into other products.

Packaging and Labeling:

- Individually package and label the finished product.

- Ensure the label clearly and conspicuously states:
  - name of the game animal;
  - the name and location address of the processing facility;
  - ANot an Inspected Product or ANot for Sale;
  - KEEP FROZEN; and
  - Cook to 165 °F for 15 seconds.

Storing and Distribution:

- Maintain product temperatures of 0°F.

- Protect from contamination.

Cooking and Service:

- Thaw meat in a refrigerated unit or as part of the cooking process.

- Cook all parts to an internal temperature of 165°F for 15 seconds.

- Hold cooked portions at an internal temperature of 140°F prior to service

- Avoid cooling and reheating.

APPENDIX A

guidance chart re: assessment of food on receipt

Assessment of Food on Receipt
(guidance)

Food products	Packaging	Storage Conditions	Non-Acceptable conditions
Prepared Foods (Entrees, starches, side vegetables, chilled foods, home-meal replacements)	- Food-grade packaging in direct contact with food - Securely closed and separated by food type to avoid cross-contamination - Labeled and dated	Chilled at no more than 40° F or frozen at 0° F or less	- Previously re-heated foods - Foods kept in danger zone more than 2 hours - Food previously served
Chilled Perishable Prepackaged Foods (orange juice, for example)	- Original packaging or food-grade packaging for all repacked product	Chilled at no more than 40° F	- Foods kept in danger zone more than 2 hours - Damaged or compromised packaging resulting in the loss of sanitary barrier protection - Outside the recommended "use by" date from the manufacturer
Meat, Poultry, Fish (fresh)	- Original packaging - Food-grade packaging in direct contact with food - Securely closed and separated by food type (e.g., beef. pork, poultry) to avoid cross-contamination - Labeled and dated as appropriate	Chilled at no more than 40° F	- Foods kept in danger zone more than 2 hours - Non-food-grade packaging in direct contact with food
Meat, Poultry, Fish (frozen)	- Original packaging - Food-grade packaging in direct contact with food - Labeled and dated as appropriate	Frozen at 0° F or less	- Defrosted product - Damaged or compromised packaging resulting in discoloration of product - Severe freezer burn
Unprocessed Meats (game)	- USDA or local State Department of Ag inspected facility - Labeled and dated as appropriate	Chilled at no more than 40° F or frozen at 0° F or less	- Any meat not processed at a USDA or local State Department of Agriculture inspected facility - Meats kept in the danger zone for more than 2 hours
Dairy Products	- Original packaging - Food-grade packaging in direct contact with food	Chilled at no more than 40° F or frozen at 0° F or less	- Damaged or compromised packaging resulting in the loss of sanitary barrier protection

Food products	Packaging	Storage Conditions	Non-Acceptable conditions
Shell Eggs	- Original packaging - Food-grade packaging in direct contact with food	Chilled at no more than 40° F	- Damaged or compromised packaging resulting in the loss of sanitary barrier protection - Cracked or broken eggs
Fresh Produce (whole)	- Original cartons and bags or food-grade packaging for all repacked product	- Cool, dry, clean area	- Significant decay
Fresh Produce (chopped)	- Food-grade packaging securely closed with each vegetable or fruit packed separately	Chilled at 40° F	- Food kept in danger zone more than 2 hours - Color change or decay
Frozen Foods (entrees, starches, vegetables, fruit juices, baked goods)	- Original packaging for all repacked products	Frozen at 0° F less	- Defrosted product - Damaged or compromised packaging resulting in the loss of sanitary barrier protection - Severe freezer burn
Baked Goods (fresh or day-old bread, bagels, and other bakery items)	- Food-grade packaging in direct contact with food - Securely closed - Bread products separately packaged from other baked foods	Cool, dry, clean area	- Stale products - Mold - Damaged of compromised packaging, resulting in the loss of sanitary barrier protection - Not packaged in food-grade packaging
Prepackaged Foods- Non-perishable (canned goods)	- Fully intact <u>original cans</u> with labels that are legible and must show as a minimum: 1) what the product is 2) ingredients 3) net weight, and 4) distributor	Cool, dry, clean area	- Open, punctured, bulging, or serious can damage, including evidence of leakage, side-seam dent, top seam dent, and/or significant rust - Home-canned products
	- Fully intact original jars with labels that must show as a minimum: 1) what the product is 2) ingredients 3) net weight, and	Cool, dry, clean place	- Open, punctured, or bulging jar top - Break in seal identified by "popped button" indicator - Missing "tamper seal" - Visible signs of leakage or spoilage - Glass is broken or

	4) distributor		chipped - Home-jarred products

Food products	Packaging	Storage Conditions	Non-Acceptable conditions
Pre-packaged Foods - Non-perishable (shelf-stable boxed/packaged foods)	- original boxes, cases, or cases - Food-grade packaging for all repacked foods - Labels that must - show as a minimum: 1) what the product is 2) ingredients 3) net weight, and 4) distributor -	Cool, dry, clean area	- Opened, punctured, or damaged packing, resulting in the loss of sanitary barrier protection and/or unfavorable environmental exposure - Damp or stained packages

APPENDIX B

Forms to simplify record keeping

Initial Meeting Form

Agreement to participate as Food Recovery Partners

Record of Shipment and Receipt of Donated Food (blank)

Record of Shipment and Receipt of Donated Food (completed sample)

Agency Kitchen Monitoring Report form

Food Bank Warehouse Inspection form

Food Bank Salvage Operation Inspection form

Sample Forms For Simple Record keeping

Record keeping is an important aspect of operating a recovery program. The model forms in this document are simple, user-friendly aids to facilitate collecting information while making voluntary recordkeeping less burdensome. The forms cover some basic data needs and can be modified by the users to accommodate particular situations.

The **Initial Meeting Form** is a form that is intended to be an aid in laying the foundation for a successful partnership. In the initial meetings, the donor and food distribution organization share information with each other about their mutual expectations and make plans for how their program will work.

The **Agreement to Participate as Food Recovery Partners** form is a model form in which the partners pledge their best efforts for their food recovery project and set forth a definite time period for the partnership.

The data on the **Record of Shipment and Receipt of Donated Food** form bolster accountability and serve to verify that appropriate steps have been taken to safeguard the food. If there are problems, the completed forms can assist in trace-back activities. The donor fills out the upper part of the form and can make comments about the food which are helpful to the FDO in planning its use for the food. The form accompanies the food in transit and is completed by the person who oversees food receiving at the FDO=s facility.

A completed sample of the **Record of Shipment and Receipt of Donated Food** form is included to demonstrate the intended use of the form. The data provided are for illustration purposes only.

The **Agency Kitchen Monitoring Report** is an inspection checklist to assess the status of general sanitation, hygienic food handling, food preparation equipment condition, employee health, training of manager and staff and other aspects of the operation which contribute the production of safe food.

The **Food Bank Warehouse Inspection Form** is an inspection checklist to assess the condition of the physical plant, equipment, pest control, and other aspects of maintaining a protective food storage environment.

The **Food Bank Salvage Operation Inspection Report** is an inspection checklist that is designed to be used in reclamation and salvage centers to assure that food products which have been subjected to conditions which may have rendered it unsafe or unsuitable for human consumption.

The partners should agree on how they will use the forms to evaluate the effectiveness of their procedures and overall program.

Initial Meeting Form
Basic Data for Partners in Food Recovery

Date:_____Meeting Location:_____

Donor:_____ Representative_____

Address:_____

_____

Phone:_____ FAX:_____

==========

Food Distribution
Organization_____ Representative._____

Address:_____
_

_____

Phone:_____FAX: _____

==========

Anticipated frequency of donations:
Anticipated start date:

==========

Types of foods to be donated: check all that apply

raw fruits/vegetables___ cold fruits/vegetable salads ___ beverages___

canned and packaged goods that are not potentially hazardous ___

cold or frozen uncooked foods of animal origin, such as raw ground beef ___

hot, cooked foods of animal origin, including mixed dishes like lasagna ___

cold, cooked foods of animal origin, including mixed dishes like lasagna ___

(List the mixed dishes likely to be donated)_____

hot or cold cooked vegetables ___ gravies, cream-based soups___ hot or cold grain dishes ___

Other foods likely to be donated: (specify):

Initial Meeting Form

Basic Data for Partners in Food Recovery

Food Transport Data:

Transportation to be provided by:_____

_____

Contact person:_____ Phone: _____

Mode of transport for food_____

Method of food temperature maintenance:_____

One-way distance in miles between donor and receiving facility: _____

Estimated transport time in minutes from donor to receiving facility: _____

Are pick-ups from other donors on same run? _____

Contingency transportation plan in case of emergency:_____

_____
__

Food pick-up dates and time(s) from donor:

Other transport matters for discussion:

Initial Meeting Form

Basic Data for Partners in Food Recovery

Basic topics to be discussed by the partners. Record pertinent points below. Add other topics

TOPICS	DONOR RESPONSES	FOOD DISTRIBUTION RESPONSES
Training and experience of the food manager or person-in-charge		
Training provided to staff on hygienic food handling, handwashing, methods of food protection		
Best time to communicate with each other		
Preferred method of resolving problems		

Agreement to Participate as Food Recovery Partners

We, the undersigned, agree to participate in a joint project to help feed people in need

FROM:_____ TO _____
(date) (date)

At the end of this time, both parties will review the partnership and renew or terminate the relationship.

AS PARTNERS, WE PLEDGE TO:

X Abide by agreements we have made;

X Provide management and supervision necessary to oversee staff performance regarding: monitoring and maintaining safe food temperatures; protecting food from contamination by hands, equipment and utensils, sick workers and other sources of hazards;

X Promptly communicate unsatisfactory conditions, situations, or performance to the partner; and

X Acknowledge each other's satisfactory performance.

_____
(signature and date, donor representative)

_____
(print name of donor representative)

_____
(signature and date, food distribution organization representative)

_____
(print name of food distribution organization representative)

Record of Shipment and Receipt of Donated Food

DATE:_____ **TRANSPORT DRIVER**_____
(Print name)
DONOR FACILITY_____ Person-in-charge_____

Address_____

Phone _____ Fax _____

==========

Food Distribution Organization (FDO)_____ Person-in-charge_____

Address_____

Phone _____ Fax _____

==========

DONOR=S DATA: print name of shipment overseer					**FDO receiving facility: Print name of pers**		
Food item	**condition before transport**	**comments**	Temp. at departure	time of departure	Condition at receipt	temp. at arrival	time o arrival

Complete the form in duplicate. Copy One for the donor. Copy Two for the food distribution organization.

S A M P L E

Record of Shipment and Receipt of Donated Food

DATE: ***March 26, 2000***

TRANSPORT DRIVER: ***Jim Brown***

(Print Name)

DONOR FACILITY: ***Mae Belle=s Restaurant***

Person-in-Charge: ***Jackie Ready***

Address: ***450 Best Road, Linham, Maryland 00000***

Phone : ***(300) 666-9000*** Fax : ***(300) 666-0009***

==========

Food Distribution Organization (FDO): ***Central Shelter***

Person-in-charge: ***Bob Willing***

Address: ***6000 Main Street, Mitchellstown, Maryland 00000***

Phone: ***(300) 888-9191*** Fax: ***(300) 888-9876***

==========

DONOR=S DATA: print name of shipment overseer: Mary Able					FDO receiving facility: Print name of pe Ed Happy		
Food item	Condition	Comments	temp. at departure	time of departure	Condition at receipt	Temp. at arrival	
2 pans cold lasagna	***OK***	***cooked; store at 41EF heat & serve by 3/27/00***	***36EF***	***10:30 am***	***OK***	***41EF***	
2 doz. fresh apples & pears	***Some bruised***			***10:30 am***	***Some bruised but OK to use***		
3 doz. raw ground beef patties	***Thawed***	***previously frozen***	***38EF***	***10:30 am***	***OK***	***40EF***	
5 lb. Bag raw rice	***OK***			***10:30 am***	***Weevil infested***		
2 pans hot baked beans	***OK***	***use TODAY- 3/26/00***	***190EF***	***10:30 am***	***OK***	***160EF***	

Complete form in duplicate. Copy One for the donor. Copy Two for the food distribution organization. The data shown in this completed form are to demonstrate the intended use of the form and other options may be available with respect to the specific information reflected in this sample.

APPENDIX #1
(NAME AND/OR LOGO OF FOOD RESCUE PROGRAM OR ORGANIZATION)

AGENCY KITCHEN MONITORING REPORT

Name of Agency:				
Address:				
Director:				
Phone:			Fax:	
Authorized Capacity:			Total Number Served:	

NOTE: Items marked "X" indicate violations of requirements. See "Comments" section for details.

	FOOD	"X"			PERSONNEL	"X"
1	Source			**16**	Disease Control	
2	Containers			**17**	Clothing	
3	Labels			**18**	Hair Restraint	
	FOOD PROTECTION			**19**	Hand Washing	
4	Storage			**20**	Smoking	
5	Refrigeration				**HOUSEKEEPING**	
6	Preparation			**21**	Cleanliness	
7	Display			**22**	Cleaning Methods	
8	Dispensing			**23**	Pesticide Application	
	EQUIPMENT, UTENSILS			**24**	Toxic Substances	
9	Food Contact Surfaces			**25**	Pest Control	
10	Dishwashing Facilities			**26**	Fire Extinguisher	
11	Thermometers				**WASTE DISPOSAL**	
12	Sanitation			**27**	Collection / Disposal	
13	Storage of Utensils				**WATER**	
	TRAINING			**28**	Water Quality	
14	Safe Food Handling Certification			**29**	Hot / Cold Supply	
15	Understanding Prepared Foods					

Item #	**Comments & Instructions**

Agency:	_____	**FRP/O:**	_____
Date:	_____	**Date:**	_____

Explanation of Inspection Form Categories

1	**SOURCE:** Prepared food donations must be from approved sources and must be clean and free from spoilage.
2	**CONTAINERS:** Containers must be food safe, clean, and completely sealed. Plastic bags must be free of holes and tied or sealed securely. Pans must be completely sealed. Other containers must be food safe, clean, and sealed. Food contact utensils must be food grade for industrial use to ensure proper cleaning and sanitizing can take place.
3	**LABELS:** All product must be labeled with contents and use-by dates. If food has been removed from the original container, the new container must be properly labeled. Masking tape and washable markers are suggested for labeling.
4	**STORAGE:** Prepared foods must not be stored below raw foods. All foods must be stored at least 6" above the floor. An inventory sheet must be kept which records the products and expiration dates.
5	**REFRIGERATION:** Check for adequate refrigeration to hold the volume of product received by the agency. Is equipment overloaded? …working to capacity? All foods stored under leaky condensers in walk-in units are considered unsafe.
6	**PREPARATION:** Is the food preparation area adequate? Is it free from dust, insects, rodents, and unclean equipment or utensils?
7	**DISPLAY:** Review the agency's process for displaying the foods. Self-serve display units must have a sneeze guard. Raw foods such as salads must be displayed separately from cooked foods.
8	**DISPENSING:** The preferred method for dispensing product to the clients is to have it dished out by kitchen staff/volunteers. A separate serving utensil is necessary for each item displayed. Beverages must be kept separate from food items.
9	**FOOD CONTACT SURFACES:** Food contact surfaces must be of a substance that allows thorough washing and sanitizing. Cutting boards that are cracked and worn cannot be sanitized effectively and must be replaced.
10	**DISHWASHING FACILITIES:** For effective manual washing, rinsing, and sanitizing of food utensils and equipment a three compartment sink is necessary. Air-drying is the preferred method of drying. Drainboards, dishtables, hooks, and shelving designed for this purpose must be checked for drainage and cleanliness.
11	**THERMOMETERS:** Temperature maintenance requires that a thermometer be available to check the holding temperature of prepared food donations upon receipt and when moved to storage. A thermometer is necessary to check the holding temperature of steamwells and food items on display. A thermometer must be placed in the front of all refrigerator units and must be checked regularly.
12	**SANITATION:** Appropriate sanitizing solutions must be used for dishwashing and for cleaning food preparation and service areas.
13	**STORAGE OF UTENSILS:** Clean and sanitized utensils must be stored in a clean dry place. Facilities for the storage of these items must be designed so as to present the handle to the user, avoiding the need to touch other parts of the utensil to reach the handle. Cups and glasses should be stored rim down. Clean pots and pans must be stored inverted or hung on hooks.
14	**FOOD MANAGER CERTIFICATION:** Each agency file must contain verification of current safe food handling certification of at least one current staff.
15	**UNDERSTANDING PREPARED FOODS:**

	The agency must have provided training to all current kitchen staff and volunteers. See Food Recovery Program Guidelines, item #5.
16	**DISEASE CONTROL:** The agency must have a written policy to deal with kitchen staff / volunteers carrying infection, e.g. colds, measles, hepatitis, wounds, etc.
17	**CLOTHING:** Clothing worn by kitchen staff / volunteers must be clean. Aprons must be worn over clothing that is not suitable for kitchen work. Jewelry other than wedding rings must be removed.
18	**HAIR RSTRAINTS:** All kitchen staff / volunteers must wear a hair restraint while working. Hairnets, culinary hats, baseball hats, visors, and hair pulled back and tied are all acceptable forms of hair restraint.
19	**HAND WASHING:** The agency must have a handwashing station separate from the dishwashing sinks. It must have a soap dispenser (no bar soap) and single use hand towels or blow dryer.
20	**SMOKING:** There must be no indication of smoking or use of tobacco chew in the food preparation and storage areas. If staff / volunteers smoke outside these areas, they must wash hands before returning to work.
21	**CLEANLINESS:** Floors, walls, and ceilings must be in good repair and must be cleaned on a regular basis.
22	**CLEANING METHODS:** There must be a written cleaning schedule for all areas of the facility. Regular tasks should be assigned to staff / volunteers. Ideally, a checklist should be used to document the daily cleaning activities.
23	**PESTICIDE APPLICATION:** The agency must have a contracted professional pest control operator (PCO). A file must be kept and must be readily available which contains the reports of the PCO's visits. The file must also contain copies of the material safety data sheets (MSDS) for any chemical used by the PCO in the facility. No chemicals may be used in the facility except those applied by the PCO, and these must be approved for use in food storage & service facilities.
24	**TOXIC SUBSTANCES:** All cleaning supplies or other toxic substances must be labeled and kept in a separate storage area.
25	**PEST CONTROL:** The agency must be free of insect and rodent activity. Also, there must be no pets in the facility.
26	**FIRE EXTINGUISHER:** The agency must have adequate fire extinguishers in easily accessible and readily identified areas. The extinguishers must be serviced or replaced on a regular basis to ensure their reliability.
27	**COLLECTION / DISPOSAL:** Trash collection and disposal methods must be suitable for the size of the agency. Containers must be clean and covered when not in use. Trash must be regularly removed from the food preparation areas and must never be kept in the facility overnight.
28	**WATER QUALITY:** If well water is used, the agency must have on file documentation that the water has been tested for bacteria. Such testing must be done at least as frequently as is required by local regulatory authorities.
29	**HOT / COLD SUPPLY:** The agency must have adequate water supply and water heating capability to maintain proper sanitizing practices. Hot water must be at least 171 degrees Fahrenheit if used without chemicals for sanitizing.

AMERICA'S SECOND HARVEST FOOD BANK WAREHOUSE INSPECTION REPORT

Please call the Food Bank Director and schedule your visit in advance to assure that supervisory personnel will be present to learn from your visit.

Food bank: _____Date: _____

Address: _____
Street City, State

Office Address (if different):
_____

Approximate Year of Construction: _____ # of Floors: _____ Approx. Sq. Ft.: _____

EXTERIOR: Wood___ Brick___ Cement Block___ Cement Slab___
Other_____

INTERIOR FLOORS: Cement___ Wood___
Other_____

STRUCTURAL CONDITION: Poor___ Fair___ Good___ Very Good___ Excellent___

INSPECTION QUESTIONS: INDICATE BY "✓" IN YES OR NO COLUMNS (Please explain "NO" in detail on back)

(*C = Comments when appropriate, see comments page)

PART I

	YES	NO
1. IS WAREHOUSE ORDERLY AND CLEAN, WITH ADEQUATE FACILITY FOR TRASH DISPOSAL?	____	____
2. ARE FOOD PRODUCTS STORED INSIDE ON CLEAN, STRUCTURALLY SOUND PALLETS, RACKS OR SLIPSHEETS?	____	____
3. ARE PRODUCTS WHICH REQUIRE REFRIGERATED STORAGE PLACED IN COLD OR FROZEN STORAGE PROMPTLY AFTER RECEIPT?	____	____
4. ARE THERMOMETERS OR RECORDING DEVICES USED TO ASSURE MAINTENANCE OF 40°F MAX. COLD STORAGE, AND 0°F MAX. FROZEN STORAGE AND ARE RECORDS MAINTAINED? TEMPERATURE AT TIME OF INSPECTION: COLD_____°F FROZEN_____°F	____	____
5. ARE DOORS AND WINDOWS KEPT CLOSED OR SCREENED TO PREVENT PEST ENTRY?	____	____
6. IS THERE A TIGHT SEAL AROUND PIPES, WIRES, HOSES, CONDUITS, FLOOR DRAINS, ETC. WHERE THEY PASS THROUGH FLOORS OR WALLS OR ROOF OF THE WAREHOUSE?	____	____
7. IS WAREHOUSE FREE OF INSECTS AND EVIDENCE?	____	____
8. IS WAREHOUSE FREE OF RODENTS AND EVIDENCE?	____	____
9. IS WAREHOUSE FREE OF BIRDS AND EVIDENCE?	____	____

YES NO

10. WHERE NECESSARY AND SAFE, ARE RODENTICIDES USED IN APPROVED, ENCLOSED, AND WELL MAINTAINED BAIT BOXES OR STATIONS AS PART OF AN EXTERIOR RODENT CONTROL PROGRAM, AND ARE THEIR LOCATIONS AND SERVICE RECORDS DOCUMENTED? ____ ____ -

11. ARE EXTERIOR GROUNDS PROPERLY DRAINED AND FREE OF EXCESSIVE WEEDS, DEBRIS, TRASH, DAMAGED PALLETS, EQUIPMENT OR OTHER MATERIALS WHICH MAY PROVIDE PEST HARBORAGES OR ATTRACTANTS AND IS TRASH STORAGE AREA KEPT CLEAN? ____ ____ -

12. IS AN OUTSIDE PEST CONTROL AGENCY EMPLOYED? IS SERVICE EFFECTIVE AND MONITORED? ____ ____ -
AGENCY NAME_____ SERVICE FREQUENCY_____

13. DOES THE FOOD BANK HAVE MSDS AND SPECIMEN LABELS FOR ANY PESTICIDES USED IN THE FACILITY? ____ ____ -

14. ARE PRODUCTS STORED AT LEAST 18 INCHES AWAY FROM WALLS AND NOT IMMEDIATELY UNDER OPEN WINDOWS, UNIT HEATERS, VENTS, STAIRWAYS, MOTORS, ETC.? ____ ____ -

15. EXCEPT FOR TEMPORARY EMERGENCY INFESTATIONS, ARE NO POISONS, ONLY TRAPS OR GLUE BOARDS USED FOR RODENT CONTROL INSIDE THE BUILDING, ARE THEY PROPERLY SERVICED, AND THEIR LOCATIONS AND SERVICE RECORDS DOCUMENTED? ____ ____ -

16. IS WAREHOUSE FREE OF EXCESSIVE MOISTURE DUE TO ANY OF THE FOLLOWING: ROOF LEAKS, LEAKING DRAINS, PIPES OR VALVES, CONDENSATION DRIPS, BROKEN WINDOWS OR SKYLIGHTS, ETC.? ____ ____ -

17. IS EVERY EFFORT MADE TO AVOID PRODUCT CONTAMINATION WITH FOREIGN MATERIALS BY DESTROYING AND REPLACING BROKEN GLASS, USING LIGHT SHIELDS, COVERING EXPOSED PRODUCTS, KEEPING CONTAINERS CLEAN, ETC.? ____ ____ -

18. IS PRODUCT STORAGE AREA FREE OF ANY NOTICEABLE ODORS WHICH COULD BE ABSORBED BY FOOD PRODUCTS? ____ ____ -

19. ARE FOOD PRODUCTS SEPARATED FROM ALL NON-FOOD ITEMS SUCH AS CHEMICALS, COSMETICS, SOAPS, DETERGENTS, ANIMAL FOOD, PALLETS, BATTERIES, PESTICIDES, SOLVENTS, OILS, ETC.? ____ ____ -

20. IS PRODUCT WHICH HAS BEEN EXPOSED IN AN OPEN PACKAGE OR HAS MAJOR DAMAGE PROMPTLY SEPARATED FROM ACCEPTABLE PRODUCTS AND DESTROYED? ____ ____ -

21. IS A PROGRAM IN EFFECT TO INSURE THAT PRODUCTS ARE NOT KEPT BEYOND THEIR USEFUL LIFE? ____ ____ -

22. IS A SYSTEM IN PLACE FOR TRACKING AND RECALLING PRODUCTS IF NECESSARY? ____ ____ -

		YES	NO
23.	IS AN INSPECTION PROGRAM DOCUMENTED FOR ALL INCOMING AND OUTGOING VEHICLES?	____	____
24.	IS THE AMERICA'S SECOND HARVEST MEMBERSHIP MANUAL READILY AVAILABLE FOR USE AND ARE WAREHOUSE OPERATORS FAMILIAR WITH ITS CONTENTS, ESPECIALLY SECTION #6?	____	____
25.	ARE COPIES OF ALL REGULATORY REPORTS ON FILE AND AVAILABLE TO CORPORATE AND AMERICA'S SECOND HARVEST INSPECTORS AND HAVE DEFICIENCIES ON THOSE REPORTS BEEN CORRECTED?	____	____
26.	THE FOOD BANK ___DOES (___DOES NOT) HAVE BRANCH LOCATIONS IN OTHER CITIES. IF FOOD BANK HAS BRANCH LOCATIONS, ARE THEY MAINTAINED IN A MANNER CONSISTENT WITH THE MAIN LOCATION?	____	____
27.	IF FOOD BANK CONTRACTS FOR OFF-SITE STORAGE, DOES THE CONTRACT CONTAIN ADEQUATE TERMS FOR CONTROL AND DOES THE FOOD BANK REGULARLY MONITOR FOR COMPLIANCE WITH THOSE TERMS?	____	____

PART II

1. **RATING (circle one): SATISFACTORY MARGINAL UNSATISFACTORY**

A **MARGINAL** rating means that significant problems exist which could lead to product endangerment, but no evidence of product endangerment was found;
An **UNSATISFACTORY** rating means clear evidence of product endangerment exists.

2. This report has been discussed with the following representative of the food bank:

Name: _____ Title: _____

3. Marginal or Unsatisfactory Ratings

Step 1: The inspector shall notify the America's Second Harvest Director of Network Services by phone at the time of the inspection if any serious deficiencies are noted which result in a Marginal or Unsatisfactory Rating. During this call, these deficiencies shall be discussed and action by the Director of Network Services agreed upon.

Step 2: The food bank director shall also respond to the inspector and to the Director of Network Services within one week on action taken regarding all major concerns noted on the inspection report. The Director of Network Services shall then confirm to the inspector the corrections made or planned to eliminate the problem(s).

Step 3: In case of an unsatisfactory rating, another corporate inspection must be made within 30 days. If that is not possible, America's Second Harvest will make the inspection, assign a rating, and notify the original inspector of the results.

Step 4: When the inspector is satisfied that adequate corrective action has been taken on any marginal or unsatisfactory rating, a new inspection report shall be issued upgrading the rating.

4. **The inspector shall provide copies of all reports to:**
___Director of Food Bank inspected (copy to be left immediately after inspection; if this is not possible, explain)

___America’s Second Harvest - Chicago

Major Concerns: (Identify with item # answered "NO" where appropriate)

ITEM #	COMMENTS

RECOMMENDED INSPECTION INTERVAL: 1 YEAR_____ or 2 YEARS_____

Total Volunteer Hours Spent (include travel time)_____hours

Signed_____
Phone_____
Inspector Inspector's Phone Number

Please print inspectors name_____
Company_____

Address_____
Street City, State, Zip

PLEASE RETURN THIS COMPLETED REPORT TO:

Stephanie Uchima
Affiliate Services Assistant
America's Second Harvest
116 South Michigan Avenue
Suite 4
Chicago, IL 60603-6001
or
FAX (312) 263-3863
or
e-mail suchima@secondharvest.org

ITEM #	COMMENTS

9/08/97
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MODEL FOOD BANK SALVAGE OPERATION INSPECTION REPORT

Food Bank: _____Date: _____

( ) RECLAMATION CENTER - ( ) SALVAGE OPERATION

		YES	NO
1.	Is the salvage received acceptable for food bank use, and are procedures for its inspection established and being followed?	___	____
2.	Is the salvage operation carried out in an area suitably isolated, by partition or distance, from the rest of the food bank?	____	____
3.	Is the area, including work tables, easily cleaned and does it have adequate floor drains where necessary?	____	____
4.	Is cleaning done at least at the end of each day?	____	____
5.	Are three compartment sinks available for washing?	____	____
6.	Is good trash disposal available in a convenient area?	____	____
7.	Are lighting and ventilation adequate?	____	____
8.	Is there a constant alert for pests and proper facilities available to deal with them if they appear?	____	____
9.	Do personnel appear to be trained properly to recognize common food hazards and to avoid the potential for contamination of food products?	____	____
10.	Are incoming products kept separate from sorted products and identified as unsorted salvage?	____	____
11.	Are human foods segregated from pet foods and non-food while sorting?	____	____
12.	Are the America's Second Harvest Salvage Manual guidelines (Section #5 of the Membership Manual) used for judging the acceptability of salvage product?	____	____
13.	Are products contaminated with spills, toxic substances or foreign materials, such as glass, consistently identified and destroyed?	____	____
14.	Are badly damaged packages and those with exposed, spoiled, infested, or possibly tampered products destroyed?	____	____
15.	Is the America's Second Harvest quality control program followed for the sampling and inspection of finished boxes of salvage products?	____	____
16.	Are all unacceptable materials trashed daily?	____	____
17.	Are reconditioned products cleaned or sanitized and relabeled properly?	____	____
18.	Do personnel maintain proper personal sanitary habits, including hand washing and clean clothing?	____	____

RATING (circle one): **SATISFACTORY** **MARGINAL** **UNSATISFACTORY** **NOT OPERATING**

Although the salvage operation may be indicated as "Not Operating", it may still be proper to give the facility a

"Marginal" or "Unsatisfactory" rating, if observed conditions warrant. A "Satisfactory" rating cannot be given, if the facility is not operating.

The disposition of this report shall be handled in a manner identical to the warehouse inspection report.

Comments: (Identify with item # answered “NO” where appropriate)

Signed _____

_____

Inspector Company

REFERENCES

PUBLICATIONS

1. America Culinary Federation, Chef and Child Foundation, ***Understanding Prepared Foods***; ***Understanding Prepared Foods II***; and ***Chef=s Educational Series Transportation Module***.

2. Cooperative Extension, ***Food Safety Information Sheet No. 5, Shelf Storage.***

3. Food and Drug Administration ***Draft Managing Food Safety: A HACCP Principles Guide for Operators of Food Service, Retail Food Stores, and other Food Establishments at the Retail Level,*** 1998

4. National Restaurant Association, ***Food Donation: A Restaurateur=s Guide,*** 1997.

5. Purdue University Cooperative Extension Service, University of Wisconsin-Extension Cooperative Extension, ***Food Safety Information Sheet No. 6, Food Repackaging.***

6. President=s Memorandum for the Head of Executive Departments and Agencies, 1996.

7. U.S. Department of Agriculture, ***A Citizen=s Guide To Food Recovery***, revised 1997.

8. U. S. Department of Agriculture, Economic Research Service, ***Estimating and Addressing America=s Food Losses***, 1997.

9. U.S. Department of Health and Human Services, U.S. Public Health Service, Food and Drug Administration, ***Food Code***, 1999.

10. Volusia County Public Health Unit (Florida) Information Sheet, ***Things You Must Know to Prevent Foodborne Disease,*** 1994.

WEB SITES

1. ***Congressional Hunger Center***
   logos.ghn.org/chc/index.html

2. ***Food and Drug Administration***
   www.fda.gov

3. ***America=s Second Harvest***
   www.secondharvest.org

4. ***Share Our Strength***
   www.strength.org/home.html

5. ***St. Mary=s Food Bank***
   www.smfb.org

6. ***The Chef and the Child Foundation***
   www.acfchefs.org

7. ***USDA Gleaning and Food Recovery Home Page***
   www.fns.usda.gov/fns/menu/whatsnew/gleaning/

8. ***World Hunger Year***
   Worldhungeryear.org/why.htm

MEMBERS

Chet England, Chair
Burger King Corporation (Miami, Florida)

Lolita Ada
Daily Bread Food Bank (Miami, Florida)

Roger Hancock
Albertson=s (Boise, Idaho)

John Krakowski
City Harvest (New York City)

Nancy Napolilli
Alaska Department of Environmental Conservation (Fairbanks, Alaska)

Chris Rebstock,
America=s Second Harvest (Chicago, Illinois)

Robbin Rose
Washoe County District Health Department (Reno, Nevada)

Ken Rosenwinkle
Jewel-Osco (Melrose Park, Illinois)

Linda Singletary
U.S. Department of Agriculture, Food Safety and Inspection Service
(Washington, D.C.)

David Stull
Missouri Department of Health (Jefferson City, Missouri)

Edith Thomas
U.S. Department of Agriculture, Cooperative State Research, Education and Extension Service
(Washington, D.C.)

Elaine Tutman
Food and Drug Administration, Retail Food and Interstate Travel Team
(Washington, D.C.)